Mobile Elevated Work Platforms (MEWP)
(ABA categories: 1A, 1B, 3A & 3B)

Basic Operating Skills Test

Developed by the Accrediting Bodies Association for Workplace Transport (ABA)

V2.2025

BASIC OPERATING SKILLS TEST

Mobile Elevated Work Platforms (MEWP)

Contents

BASIC OPERATING SKILLS TEST

Mobile Elevated Work Platforms

1. Introduction

This test has been developed and adopted by the Accrediting Bodies Association for Workplace Transport (ABA) as of 01/05/2025 for implementation no later than 01/11/2025 as a means of ensuring national, uniform standards for the testing of mobile elevated work platforms (MEWP). Only instructors and examiners who have been trained in its application should carry out this testing process.

Continuous assessment of novice and existing MEWP operator's progression will naturally be undertaken during training by instructors and subsequently by immediate supervisors at the operator's workplace. This is routine and would normally be conducted fairly informally.

The test shall be administered by an instructor/examiner who is qualified in accordance with the relevant qualifications and supplementary guidance "ISO18878 Mobile Elevating Work Platforms – Operator (driver) training", and "BS8460 Code of Practice for the Safe Use of MEWPS", The Standards give advice to employers on MEWP use, training and testing. Successful completion of basic operator training should be followed by job specific and familiarisation training.

This test can be used as:

a. Validation of a course of basic, refresher or conversion training
b. Confirmation of existing standards
c. Pre-employment assessment
d. Post incident assessment

Successful completion of this test without prior training does not indicate that adequate training has been provided. Nor does it mean that accredited training and testing has been provided.

HOW DO WE TRAIN AND TEST NON-ENGLISH SPEAKERS?

Many training providers/instructors are now training and testing non-English speakers. You must ensure in all such cases that the applicable legal requirements are met. You should seek specialist legal advice if you are unsure what is required of you/your organisation.

As basic training covers technical information there is a need to ensure that the trainee has the underpinning knowledge in the operation and safety requirements of the equipment category, The Accrediting Bodies Association for Workplace Transport (ABA) strongly recommends that an accredited translator is used and that the answers given by the trainee are translated and written onto the answer sheet.

The translator must print and sign their name, and record their accrediting organisation and registration number, if any, for auditing purposes.

If the translator is not formally accredited the customer must provide some other written evidence of the translator's competence, impartiality, and suitability to provide translation for the test. This must be attached to the test documentation for auditing purposes. If such information is not available at auditing the test may be invalidated.

The translator used must not be a co-trainee on the same course and must not alter the sense of any answers given by the trainee. Disciplinary sanctions may be taken in the event of any material changes being made by the translator to the trainee's responses. These may include the revocation of any certificate or registration awarded, and additional sanctions against the instructor or training provider.

TEST OBJECTIVES
Mobile Elevated Work Platforms

2. Test Objectives

The overall objective of this formal, predetermined, and validated test is to verify the candidate's ability to meet the minimum recognised basic safety standard.

Candidates must pass all elements of the test to be successful overall.

The test requires candidates to:

a. Demonstrate understanding of **pre use checks,** identifying faults and deficiencies and taking the appropriate reporting/remedial action (see section 3).

b. Undertake a **practical test:**

- Manoeuvring a MEWP, forward and reverse through a series of obstacles
- Correctly setting the MEWP up and elevating to the target
- Manoeuvring the MEWP, elevated 3A, 3B
- Manoeuvring the MEWP, using the mobile controls (where applicable)
- Ending in parking the MEWP in a pre-determined location

c. Undertake an **associated knowledge test,** written or oral (see section 5).

PRE-USE CHECK
Mobile Elevated Work Platforms

3. Pre-Use Check

The candidate will be required to carry out a pre-use check, and clearly demonstrate understanding of it. The pre-use check is a visual and functional safety check. It must be carried out in accordance with the MEWP manufacturer's recommendations and/or the candidate's company organisational procedures.

3.1 Marking

The examiner will assess whether the candidate meets the minimum standards necessary to carry out a pre-use check correctly and efficiently.

19 of the 24 elements described in the pre-use check have been deemed safety critical and if missed/not checked there may be a significant risk to the health and safety of the operator and/or any persons and infrastructure in the location of the machine. The following list of components are deemed as mandatory component checks. A candidate must carry out a full and correct check of these items, failure to do so will result in an automatic referral in this element of the test.

- Thorough Examination
- Tilt Alarm
- Limit Switches
- Hoses
- Decals
- Pins and Retainers
- Ground Controls
- Hydraulics and Hydraulic Controls
- Wheels
- Tyres
- Emergency Systems
- Platform Controls
- Elevated Drive Speed
- Operators Manual
- Platform
- Audible warnings
- Drive and Braking
- Steering
- All Fluid Levels

The remaining elements described and listed on the check sheet are still required to be appropriately checked and the examiner will decide if the overall check was adequate or not and will pass/refer as appropriate.

The list of items on the pre-use check sheet should not be considered complete or finite.

It is important to remember that all pre-use checks are to be carried out in accordance with the manufacturers' recommendations.

The pre-use check sheets must be retained for future reference and the result recorded on the final assessment document.

PRE-USE CHECK SHEET

Mobile Elevated Work Platforms

(ABA Cat: 1A,1B,3A,3B)

Operator Use

No.	ITEM	CHECK COMPLETED	NOT APPLICABLE
1	THOROUGH EXAMINATION (MC)		
2	TILT ALARM (MC)		
3	LIMIT SWITCHES (MC)		
4	HOSES (MC)		
5	DECALS (MC)		
6	PINS & RETAINERS(MC)		
7	GROUND CONTROLS (MC)		
8	HYDRAULICS AND HYDRAULIC CONTROLS(MC)		
9	WHEELS (MC)		
10	TYRES (MC)		
11	EXTERNAL CONDITION		
12	EMERGENCY SYSTEMS (MC)		
13	PLATFORM CONTROLS (MC)		
14	ELEVATED DRIVE SPEED (MC)		
15	OPERATORS MANUAL (MC)		
16	STARTING PROCEDURE ENGINE MACHINES (ICE)		
17	STARTING PROCEDURE ELECTRIC AND HYBRID MACHINES		
18	PLATFORM (MC)		
19	LANYARD ANCHOR POINTS		
20	AUDIBLE WARNINGS (MC)		
21	DRIVE AND BRAKING (MC)		
22	STEERING (MC)		
23	ALL FLUID LEVELS (MC)		

All Pre-Use checks must be carried out in accordance with the specific instructions published in the relevant manufacturers operating handbook.

PRE-USE CHECK SHEET

Mobile Elevated Work Platforms

(ABA Cat: 1A,1B,3A,3B)

Examiner/Instructor Use

Candidate Name:	Test Date:
MEWP Type:	Model:
Make:	Motive Power:

No.	ITEM	CHECK COMPLETED	NOT APPLICABLE
1	THOROUGH EXAMINATION (MC)		
2	TILT ALARM (MC)		
3	LIMIT SWITCHES (MC)		
4	HOSES (MC)		
5	DECALS (MC)		
6	PINS & RETAINERS(MC)		
7	GROUND CONTROLS (MC)		
8	HYDRAULICS AND HYDRAULIC CONTROLS(MC)		
9	WHEELS (MC)		
10	TYRES (MC)		
11	EXTERNAL CONDITION		
12	EMERGENCY SYSTEMS (MC)		
13	PLATFORM CONTROLS (MC)		
14	ELEVATED DRIVE SPEED (MC)		
15	OPERATORS MANUAL (MC)		
16	STARTING PROCEDURE ENGINE MACHINES (ICE)		
17	STARTING PROCEDURE ELECTRIC AND HYBRID MACHINES		
18	PLATFORM (MC)		
19	LANYARD ANCHOR POINTS		
20	AUDIBLE WARNINGS (MC)		
21	DRIVE AND BRAKING (MC)		
22	STEERING (MC)		
23	ALL FLUID LEVELS (MC)		
24	FAULT REPORTING PROCEDURE		

Candidate Result	**PASS**		**REFERRED**	

Candidate Signature:
Examiners Name:
Examiners Signature:
Examiners Registration Number:

All Pre-Use checks must be carried out in accordance with the specific instructions published in the relevant manufacturers operating handbook.
MC = Mandatory component check - automatic referral if not fully completed.

PRE-USE CHECK
Mobile Elevated Work Platforms

Explanation of the Criteria

The candidate will be observed carrying out the pre-use check. At periodic planned stages, the instructor/examiner will question the candidate's understanding of the item being checked. The explanatory notes will assist the instructor/examiner when questioning the candidate during the assessment process.

The following list of items must be fully and comprehensively understood by the candidate. Failure to do so will result in an automatic referral.

- Thorough Examination
- Tilt Alarm
- Limit Switches
- Hoses
- Decals
- Pins & Retainers
- Ground Controls
- Hydraulics & Hydraulic Controls
- Wheels
- Tyres
- Emergency Systems
- Platform Controls
- Elevated Drive Speed
- Operators Manual
- Platform
- Audible Warnings
- Drive and Braking
- Steering
- All Fluid Levels

No.	CRITERIA	EXPLANATORY NOTES
1	Thorough Examination **Mandatory Component**	The candidate should confirm that each MEWP has an in-date certificate of thorough examination – this is a 6 monthly examination requirement under LOLER. If the machine is less than 6 months old a Certificate of Conformity can also be accepted.
2	Tilt Alarm **Mandatory Component**	The tilt alarm should be fully functioning and be tested before the MEWP is operated. This can either be a manual test by hand or physical test by driving onto a pre-determined object to test.
3	Limit Switches **Mandatory Component**	Limit switches must be tested.
4	Hoses **Mandatory Component**	Examine all visible hydraulic hoses/pipes for kinks, damage, crushing, abrasion leaks or signs of fouling which could result in a possible hydraulic leak. Any hose reel mechanisms (if fitted) should be undamaged and running freely with no evidence of hydraulic oil leaks.
5	Decals **Mandatory Component**	The decals should all be legible and should be the correct ones for the machine in line with the model and serial number. Decals could include side loading and wind speed information.
6	Pins & Retainers **Mandatory Component**	All securing pins should be in place, show no signs of deterioration, cracks, splitting or rust trails.
7	Ground Controls **Mandatory Component**	Each ground control should be taken through it's full operational limit.
8	Hydraulics & Hydraulic Controls **Mandatory Component**	All hydraulic rams, seals and couplings must be checked for damage and leaks. Particular attention should be given to where the piston emerges from the outer cylinder for any oil, corrosion and scoring on the piston. Examine all visible hydraulic hoses/pipes for kinks, damage, crushing, abrasion leaks or signs of fouling which could result in a possible hydraulic leak.
9	Wheels **Mandatory Component**	There should be no obvious missing or loose wheel nuts. The wheel rim and hub should be examined for damage, cracks, and scoring. Inspect the axles and steering assembly for excessive dirt or any foreign bodies, especially polythene shrink wrap, banding etc. which may be fouling the mechanism.
10	Tyres **Mandatory Component**	Individual tyres should be checked for punctures and pressures [pneumatics], adequate and even tread across the same axle, damage, flat spots, and deep cuts. All swarf, nails, flints, etc. should be reported. Check the tyre sidewall for evidence of deterioration and cracks.

No.	CRITERIA	EXPLANATORY NOTES
11	External Condition	Examine the general condition and security of the MEWP. All guards, battery and engine covers, doors and panels should be complete, damage free and secure. Inspect the bodywork for damage, rust, broken hinges, or locks and the condition and security of battery access panels etc. which could be detrimental to the MEWPS safe operation. Lights [if fitted], and warning devices should be in working order, clean, and free from damage. check the platform for loose articles which may have been left there which could fall when the MEWP is operated. In addition, the operator should ensure there are no water, oil, fuel, or any other type of fluid leaks.
12	Emergency Systems **Mandatory Component**	Prior to any person being elevated all systems should be checked for full operation, the systems should be checked from the ground first and then additionally as part of the platform control checks. The system may also feature additional items to manually release the boom or scissor – this could be a handle, that must be in place, free from damage and be fully functional. Test emergency descent.
13	Platform Controls **Mandatory Component**	All controls should be checked for correct operation through their full operational parameters. This will include the steering, horn, and emergency/auxiliary lowering system. Any additional or secondary guarding systems and enabling devices should be checked for correct operation.
14	Elevated Drive Speed **Mandatory Component**	Where applicable, check that when the MEWP is driven elevated the drive speed is automatically enabled.
15	Operators Manual **Mandatory Component**	The Operators Manual must be present on the machine, it must be the correct version, with the correct serial number prefixes as per the MEWP. It must be legible, undamaged, and complete and must be printed in the language where the machine is being operated.

No.	CRITERIA	EXPLANATORY NOTES
16	Starting Procedure - Internal Combustion Engine MEWP's	Confirm adequate fuel level. Ensure that the ignition key switch and combined starter function correctly, any ignition lights should illuminate, and the starter turns the engine. The key switch should also satisfactorily stop the engine. Where applicable, the cold start and stop controls should be intact and functional. It is especially important that any oil pressure and charging lights are working. Physically and visually check any interlocks, instruments, and gauges to ensure they are functioning in accordance with the manufacturer's operating manual. Coolant and Oil levels should be checked only if it is safe to do so.
17	Starting Procedure - Electric & Hybrid Machines	The traction battery is secure, and the power supply cable is intact, connected and secure. Confirm adequate charge. Ensure the on/off key switch system activates the power and the isolator switch [if fitted] functions correctly. Physically and visually check any additional interlocks or gauges to ensure they are functioning in accordance with the specific manufacturer's operating handbook
18	Platform **Mandatory Component**	All access and egress systems should be self-closing and secure when deployed. Any interlocks fitted should be fully functional. Any steps should be checked for integrity. All guard & handrails should be undamaged. The floor should be intact and undamaged.
19	Lanyard Anchor Points	Examine the condition of any suitable lanyard anchor points (where applicable) including decals. Check for security, for wear and tear, any thinning, distortion or deformities. Check for corrosion of the base material and rust. Check the anchor point is suitable for the type of lanyard to be used.
20	Audible Warning Devices **Mandatory Component**	If there is an audible warning device, check that it activates and can be heard. Also check if the machine has a secondary guarding system that incorporates an audible warning that is also working correctly. The machine must not be operated if any of these are defective.

No.	CRITERIA	EXPLANATORY NOTES
21	Drive and Braking **Mandatory Component**	Forward and reverse should be engaged to ensure their smooth operation and positive response to the accelerator control as well as other directions where applicable. The brakes should be tested by slowly driving and then apply the brake. The MEWP must stop. The efficiency of the brake should be tested in all directions, braking must be even in accordance with the manufacturer's operating handbook. Drive and braking should also be tested using a wander lead where applicable.
22	Steering **Mandatory Component**	The operator should move the MEWP in all directions checking the steering operates' fully on all locks e.g. crab steer. Any steering instrument indicators should correlate to the wheel position. Steering should also be tested using a wander lead where applicable.
23	All Fluid Levels	Check all applicable fluid levels. Depending upon the MEWP this could include battery levels, hydraulic fluid levels, coolant levels, engine oil levels and any other specialist oil levels included in the application of the machine.
24	Fault Reporting	The candidate must satisfactorily explain the action to be taken in the event of discovering a fault on the machine at the start or during any operating period, i.e., isolate, tag and report.

Note:

a. The pre-use check information provided has been determined as the minimum number of items to be checked on a MEWP before operation and is not definitive.

b. All pre-use checks and attachment checks must be carried out in accordance with the specific instructions published in the manufacturer's operating manual.

PRACTICAL TEST OF BASIC OPERATING SKILLS
Mobile Elevated Work Platforms

4. Practical Test of Basic Operating Skills

This test has been devised to examine the critical skills required of a MEWP operator, these are:

- Starting the MEWP
- Driving forward and in reverse, including braking
- Steering accuracy includes elevated and using the wander lead where applicable
- Correctly negotiating a chicane
- Using hydraulic controls correctly and sympathetically
- Raising to set targets accurately at various heights and use of deck extension where applicable
- Observation of the working environment and judgement of speed, height, width, and distance from within the confines of the machine (where applicable)
- Stopping and correctly parking the MEWP

The test is based on the safe application of these operations at a reasonable working pace. Care has been taken to design a course which covers all the critical skills, whilst being easily constructed on most company premises.

4.1 Setting up the Practical Test Course

Test Course Materials

The course has been designed to take advantage of pallets, cones, hurdles, loads, stacks, racking, or other permanent constructions, subject to critical dimensions.

Chicane

The chicane may be constructed using hurdles, empty pallets or existing features and care should be taken during construction to create the correct distance between each obstacle to be negotiated (see plan of course).

Note: If using empty pallets, care must be taken to ensure that the pallets are secure and stable, this is to reduce the risk of damage or injury to persons in the event of a pallet falling over.

Critical Dimensions

The width of the obstructions will be the width of the MEWP plus clearance of 25% of the overall width of the MEWP. E.g., MEWP measures 1000mm, clearance plus 25% = 1250mm.

Note: The dimension quoted by the manufacturer may be affected if additional attachments have been fitted to the MEWP, so all measurements should be taken on the day of the test with the MEWP using a tape measure.

Target Heights

The highest targets should be set to allow the MEWP to be operated at a minimum of 75% of the machine capability, i.e., platform height.

4.2 Alternative Test Construction

Every effort should be made to construct the course in one continuous area as shown in test course A. However, where the area is insufficient to construct the complete test course, the course can be split. All required critical dimensions and elements will need to be achieved.

4.3 Administration and Testing Procedure

Duration of the Test

Candidates are tested not just on their ability to operate correctly and skilfully, without undue slowness, hesitancy, or excessive speed. Therefore, examiners should determine a fair and reasonable time for completion of the test.

This will be affected by several factors which may include target heights, lift speed, general manoeuvrability of the MEWP being used, distances between obstacles and the size and categorisation of the MEWP etc.

The examiner should carry out the complete test at a normal working pace, making careful note of the time taken. For the test time penalties, this will be referred to as **the rehearsed time.**

Testing procedure

Prior to the test, the examiner must complete the various sections of the marking sheet, (see the Practical Skills Test Marking Sheet).

During the test, only the candidate and the examiner should be in the immediate vicinity of the test area. This will eliminate any potential distractions or hazards to the examiner and candidate.

Before the test begins the examiner must ensure that the:

- MEWP is correctly parked, in a secure state
- Steering wheels of the machine are in the straight-ahead position
- All booms and platforms are fully lowered

Walk through the test course

The examiner will walk the candidate through the course, providing a brief explanation of each operation to be carried out during the test. They should be reminded that these instructions will be repeated, one step at a time, while the test is in progress. The test is undertaken to assess their operating skills and is not intended to check their memory.

Explanation of the marking sheet

The examiner must explain how the marking and disqualification system works.

The examiner will direct the candidate through the course giving stage by stage directions on the operation to be carried out.

During the practical skills test the examiner must maintain a position where the candidate can be continuously observed without being unobtrusive.

The practical skills test should be carried out as follows, (see plan of **course A**):

1. The candidate shall mount the MEWP at the start position **A.**
2. Drive forward, perform a right-hand turn into position **B.**
3. At position **B,** touch the relevant target
4. Lower the platform and reverse from position **B** to start position **A.**
5. Drive forward and negotiate the chicane into position **C.**
6. At position **C,** elevate to target, minimum 75% of height and outreach, using the stabiliser legs if fitted. Vertical type machines will at 75% of height – extend the sliding deck to touch the target.

7. **7a.** If a boom type machine is being used, rotate the boom 90° and reverse elevated around the chicane and back to start position **A** with the boom no higher than 75% of machine capability.

   7b. If a vertical type machine is being used, drive elevated at a maximum of 75% of the machines platform height around the chicane and back to position **A.**
8. At position **A.** correctly park, dismount and shut down.
9. For categories 1A and 1B, if the MEWP has the ability to complete the course using its own power, then the above test should be completed. If this is not the case then treat the MEWP as a road going variant and do not complete the course as stated. Instead, set up 2 targets in separate locations and get the delegate to do 2 set ups (one in each location)>

Notes

a. All elements of the test must be completed.
b. Throughout the practical test course, critical dimensions and layout must be maintained.
c. Ensure the correct criteria is followed for the relevant categorization of MEWP.

Explanation of the practical skills test result

The examiner will explain to the candidate what faults occurred and why, time taken and the pass/refer result and where appropriate give recommendations.

Note: the test course layout has been designed and validated to ensure the test can be completed where applicable from within the confines of the MEWP. Therefore, candidates must be discouraged from dismounting from the MEWP during the test unless due to a potentially dangerous or hazardous occurrence. Every effort must be made to put the candidate at ease before and at the end of the practical test.

4.4 Marking

Practical test scoring and timing of the test will begin when candidates mount the MEWP and will finish when they have dismounted on completion of the test.

It is important that faults should be carefully and quickly recorded as they occur during the test, and the test must be administered by an examiner who is well acquainted with the faults list on the marking sheet (see the marking sheet and explanation of faults).

Reference to the marking sheet will show that a penalty has been allocated to each of the faults listed. Those faults deemed to be more serious for the purpose of the test have been allocated weighted penalties accordingly.

On each occasion when a candidate commits a fault, a cross should be marked against the appropriate fault. At the end the examiner must:

- Multiply the number of crosses recorded against each fault by the allocated penalty and enter the result in the award column
- Add up the recorded penalties and enter the total
- Add to this any time penalties incurred to arrive at the final total of penalties

Where a candidate commits in excess of 3 faults (i.e., 4 or more) in any one area where the penalty award is 5 points, then that candidate will have not met the required test standard and will have been deemed to have failed the practical test.

Time Penalties

The **set time** for completion of the test **without penalty** will be **2 x rehearsed time** (twice the time recorded by the examiner taken to complete the test course when operating at a normal working pace). Clearly, it would be unfair for candidates to be judged against an exceptionally quick test drive by the examiner. Equally, an over cautious test drive would be undesirable, as it would effectively produce a set time for candidates which is too generous.

If the test drive is properly conducted, the resultant **set time** will closely match the time subsequently taken by an average candidate.

Examiners must monitor this aspect of their test results carefully. Wherever a wide variation occurs consistently between the **set time** and candidate's performance times, it would be wise to investigate whether a test drive conducted at above or below normal working pace is a contributory factor.

Candidates who take in excess of the **set time** will incur one penalty for each full or part minute in excess of the set time. Time lost through interruption of the test will not incur penalties.

The maximum test time allowed before disqualification will be 3 x rehearsed time.

Example:

Rehearsed time = 15 minutes (examiner's time)
Set time = 30 minutes (2 x rehearsed time)
Disqualification time = 45 minutes (3 x rehearsed time)

Note: The practical test of basic operating skills is not only designed to ensure candidates demonstrate safe MEWP operation, but also to test their efficiency. In addition to the above timing calculations, it would not be expected, in normal operating conditions, for the practical element of the basic operating skills test to take more than 45 minutes. Should undue hesitancy or a lack of confidence be shown by a candidate undergoing the test (even if the disqualification time has not been exceeded) examiners should consider referring the candidate.

Pass/Fail Criteria

The cut off for the practical skills test at basic operator level is **40** penalty points. Where penalties are incurred in excess of this figure, candidates will be deemed to have failed the test.

In addition, candidates will be disqualified for:

- **Violent collision:** Where the candidate allows any part of the machine to violently strike any part of the course
- **Operating dangerously:** Where the candidate operates dangerously or erratically, and the examiner considers it unsafe to continue the test
- **Incurring more than 3 (i.e., 4 or more) 5 point penalties in one area**
- **Leaves platform area unnecessarily:** Where the candidates leaves the platform before completing all tasks
- **Failure to use PPE:** Where the candidate fails to use the appropriate PPE for the category being tested
- **Exceeds maximum time:** Where the candidate fails to complete the full practical skills test within the maximum time allowed

Where failures occur, it would be sensible to study the marking sheet for evidence of any areas in which the candidate might be given further tuition prior to undertaking the test in the future. No retest should be made too soon, ample time should be allowed for the candidate to be effectively retrained before undergoing a further test.

TEST COURSE A: PLAN AND ROUTE

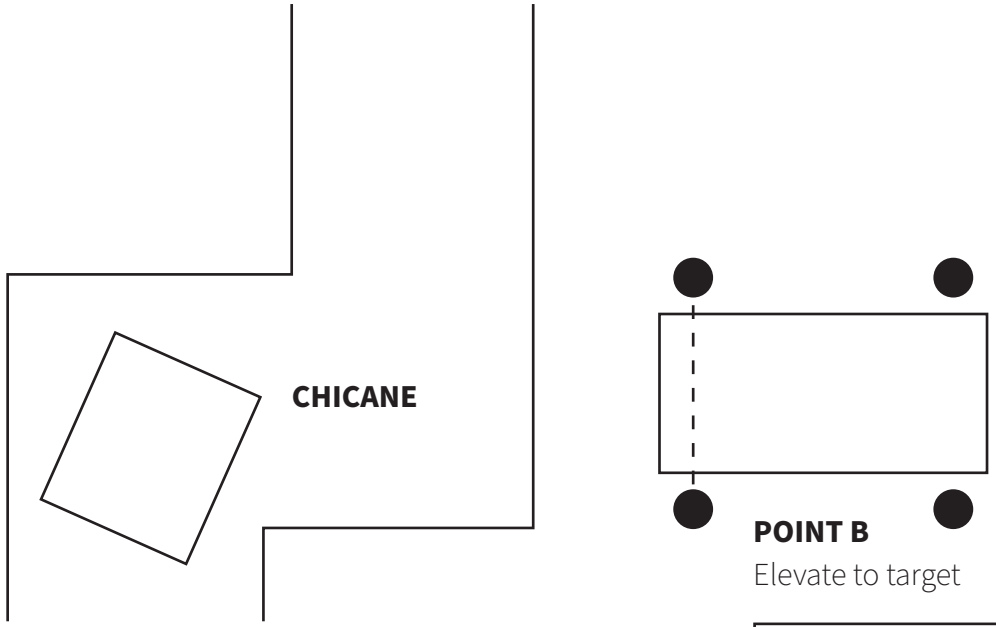
Mobile Elevated Work Platforms

Not to Scale

CRITICAL DIMENSIONS
The distance between the cones (point A/B/C) shall be the width of the MEWP plus 25%. (MEWP width = 1000mm - clearance must be 1250mm)

POINT C
Elevate to target, minimum of 75% of the maximum lifting height/outreach using stabiliser legs, extending deck (if applicable)

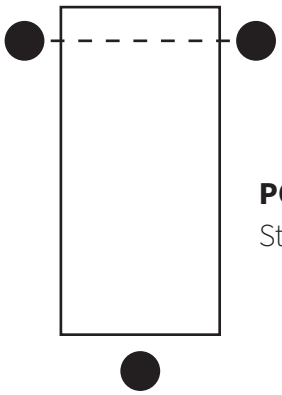
Minimum width based on the MEWPs dimensions



POINT B
Elevate to target

Minimum width based on the MEWPs dimensions

Minimum width based on the MEWPs dimensions



POINT A
Start/finish

● = Cone

Training Organisation:

PRACTICAL TEST OF BASIC OPERATING SKILLS

Mobile Elevated Work Platforms (MEWP) (ABA categories: 1A, 1B, 3A & 3B)

STANDARD MAX PENALTY POINTS ALLOWED

Operator level 40 points

Date of Test:

Candidate Full Name:
Address:

MEWP Type:
ABA WT Category:
Make:
Model:
Motive Power:
Rated Capacity:
Height:

Time	
A. Set Time:	
B. Start Time:	
C. Finish Time:	
D. Duration:	
Excess Time (D minus A)	

Max. penalty free time allowed = 2 x Rehearsed time

Faults to be recorded as they occur by marking "X"

ANY ALTERATION TO THIS FORM MAY INVALIDATE TEST

No.	Criteria observed	Faults	Penalty	Award
	Operator Safety and Observation			
1	Fails to mount/dismount correctly		3	
2	Limbs/body outside the confines of the platform		5	
3	Fails to check all round		5	
4	Fails to look in the direction of travel		5	
5	Fails to secure guard rails/door		5	
6	Incorrect use of PPE		5	
	Operation of Controls			
7	Fails to use appropriate warning device		5	
8	Travels in wrong direction		5	
9	Operates brakes too harshly/erratically (where applicable)		3	
10	Steering erratically		5	
11	Excessive use of hydraulic controls		1*	
12	Selects wrong hydraulic control		3	
13	Rough use of the hydraulic control		5	
14	Operates hydraulic controls when moving		5	
15	Fails to activate presence control		1	
	Manoeuvring and Transporting			
16	Incorrect travelling position		5	
17	Incorrect operating position		5	
18	Shunts in chicane		3*	
19	Touches any part of the course		5	
20	Travels with axles extended		3	

No.	Criteria observed	Faults	Penalty	Award
	Raising and Lowering Platform			
21	Shunts when positioning area		3*	
22	Fails to select hydraulic lift control		3	
23	Fails to use correct sequence of controls (where applicable)		3	
24	Wheels not straight (where applicable)		3	
25	Incorrect positioning of platform		3	
26	Machine not within siting area		3	
27	Fails to return the platform back to safe drive position		3	
	Parking			
28	Wheels not straight		3	
29	Fails to lower platform fully		3	
30	Fails to switch off/remove the key		3	
31	Fails to relax hydraulic (where applicable)		3	
32	Fails to isolate controls before shutting down		5	
	Category 1a & 1b machine only			
33	Stabiliser legs not fully deployed		5	
34	Ground support pads not used/ positioned correctly		5	
35	Stabiliser legs not stowed correctly		3	
36	Incorrect operator position when stowing stabilisers/jacks/outriggers		5	
37	Transport position not adopted		5	
38	Ground support pads not stowed		3	
39	Stabiliser legs/jacks/outriggers set incorrectly		5	
		Add time penalties		
		Total Penalties		

* Allow 1 adjustment per operation

MANDATORY DISQUALIFICATION (Tick appropriate box and record comment overleaf)			
Operates dangerously		Exceeds 3 occurrences of any one 5 point fault	
Exceeds maximum time		Violent collision	
Dismounts unnecessarily		Unsafe stacking	

Practical	PASS		REFER	
Pre-use check	PASS		REFER	
Associated knowledge	PASS		REFER	
Overall Result	PASS		REFER	

Examiner's Name:
Registered No.

Signature (Examiner)
Signature (Candidate)

PRACTICAL TEST OF BASIC OPERATING SKILLS

Mobile Elevated Work Platforms

Explanation of the Criteria

No.	CRITERIA	EXPLANATORY NOTES
1	Mounts/dismounts incorrectly	Fails to use secure and appropriate hand or foot holds correctly; mounts/dismounts at the wrong position of the machine; holds the control panel; fails to look all round before dismounting and alights in the incorrect manner, e.g. jumps off. Mounting and dismounting should be conducted facing the platform. A penalty should be awarded each time any of these faults occur.
2	Limbs/body outside the confines of the platform when unnecessarily	Drives with limb(s) outside confines of the machine. Whilst it may be necessary for operators to glance out occasionally so that their heads are outside the machine or equipment lines, e.g. when aligning the machine in a confined area, etc., fingers, hands, arms legs and feet must always remain inside the confines of the machine. Where an operator has to lean outside the confines of the machine for the purpose of observation or alignment, the truck must be stationary with the controls in neutral and isolated and an all-round visual check carried out beforehand.
3	Fails to check all round	Fails to check all around before moving off. A thorough check all around is essential before operating in any direction – front and rear end swing, boom swing, etc. A perfunctory glance, i.e. merely 'going through the motions' is not sufficient and should result in a penalty.
4	Fails to look in the direction of travel	Fails to look in the direction of travel whilst the machine is moving. When operators move forward or in reverse, they should be looking in the direction of travel with the occasional glance at the machine extremities for possible fouling.
5	Fails to secure guard rails/ door	After mounting the machine and whilst in motion, all guard rails and access doors around the platform should be closed and remain secured. Failure to secure the platform before moving off or whilst in motion should incur a penalty.
6	Incorrect use of PPE	Appropriate PPE should be worn correctly before mounting the machine. Incorrect wearing of any item of PPE should incur a penalty. If PPE is removed during operation, see "Mandatory Disqualification" - the lanyard must be correctly attached for the duration of the practical test.

No.	CRITERIA	EXPLANATORY NOTES
7	Fails to use appropriate safety devices	The machine's horn should be used whenever there is the requirement to warn others of the machine's presence if the operator suspects that they may not have been seen or if the machine has to pass through a blind corner. Safety devices such as presence lights, flashing beacons, tilt alarms, platform overload indicator should all be activated.
8	Unintentionally travels in the wrong direction	Unintentionally selects wrong direction control and moves under power before correcting.
9	Brakes too harshly/ erratically (where applicable)	Operating emergency type braking where it is not necessary.
10	Steering erratically	Steering in an erratic manner
11	Excessive use of hydraulic controls	Operators should not be penalised for failing to judge the correct height of the platform at first attempt during raising/lowering operations. One adjustment is allowed per operation, but where more than one adjustment is made, i.e. either by lowering or raising the platform, readjustment by slewing, telescoping, etc., faults should be recorded for each additional adjustment at each operation. Only record adjustments when the movement actually occurs. Penalties are to be awarded where a candidate operates more than one hydraulic control simultaneously (paddling the controls).
12	Selects wrong hydraulic control	Selects and operates wrong hydraulic function (operates wrong lever or operates lever in wrong direction). Fault to be recorded whenever the hydraulic pump motor is energised, or mechanical movement of platform/ boom occurs. Where applicable, when raising/lowering, the candidate should adopt correct order of hydraulic control use, by telescoping first/last when leaving/ nearing target position. Use of other controls should be deemed incorrect and incur a penalty.
13	Rough use of the hydraulic controls	Uses hydraulic controls roughly or unsympathetically; harsh application, pumping with the levers and continuing to hold the lever in the engaged position (motor engaged) when the operation is complete and the full ram extent or retraction has been reached.
14	Operates hydraulic lift controls when moving	Whenever the hydraulic lift controls are operated the machine is to be placed in a secure state, i.e. machine isolated and in neutral. Penalties are to be awarded for any adjustment of the hydraulic controls whilst the machine is in motion.

No.	CRITERIA	EXPLANATORY NOTES
15	Fails to activate presence control	Attempts to operate the machine without activating the presence control in either direction.
16	Incorrect travelling position	Travels with the platform above correct travel height. This refers to travelling (not inching forwards or reverse for alignment at target location) with platform more than 12 inches (300mm) above the travelling position recommended for the machine. Penalty should also be awarded where the machine is travelling with the boom slewed out of alignment with the chassis and the platform too low (where applicable) or if the platform is incorrectly positioned for travel.
17	Incorrect operating position	Travels whilst operating the machine from an incorrect/ unsafe position within the platform, i.e. standing too far away from the controls. Where the examiner feels the operator is not in full control of the machine, a penalty should be awarded.
18	Shunts in chicane	Shunts to negotiate chicane layout between siting areas. A "shunt" occurs when the operator's progress through the chicane is interrupted by the machine being maneuvered in both directions in order to assist in alignment. A fault should be recorded for each shunt, regardless of the distance travelled in the opposite direction to that of the overall manoeuvre.
19	Touches any part of the course	Minor contact with, or touches any part of, the test course, due to a maneuvering/judgement error. To be interpreted as making contact with any part of the machine, platform, boom, however slight, between: a) sides of working aisle or siting areas b) adjacent stacks, walls, ceiling fittings, beams, etc. (See disqualification for violent collision.)
20	Travels with axles extended	The operator moves the machine with axles extended when the booms are not elevated – extending axles should only be used when elevating the booms.
21	Shunts when positioning	Candidate takes more than one shunt to position correctly prior to elevating.
22	Fails to select hydraulic lift control	The operator selects the incorrect hydraulic lift control to complete the task.
23	Fails to use correct sequence of controls (where applicable)	The operator does not follow the correct sequence where applicable for raising or lowering of the machines platform.
24	Wheels not straight (where applicable)	Operator fails to straighten the steering wheels of the machine before operating the hydraulic lift controls.

No.	CRITERIA	EXPLANATORY NOTES
25	Incorrect positioning of platform	Operator fails to position the platform correctly to allow safe access to the target object. Where the operator is required to over-reach, stoop, twist, etc. to retrieve the object or touch the target, a penalty should be awarded. Where the examiner feels the positioning is too dangerous (i.e. too far away requiring the operator to lean outside of the confines of the equipment), refer to “Mandatory Disqualifications”.
26	Incorrect positioning	The machine should be positioned within the confines of the siting area before raising the platform. Where the extremities of the machine protrude over 1.5 inches (35mm) beyond the perimeter of the siting area, a penalty should be incurred.
27	Incorrect travel position	The operator fails to lower the platform to the safe travel position for the environment following completion of the task.
28	Wheels not straight	Operator fails to straighten the steering wheels of the machine when parking the machine
29	Fails to lower platform fully	The platform should be fully lowered to its stowed position before parking/dismounting the machine. Where the examiner feels the platform is still significantly raised, refer to “Mandatory Disqualifications”.
30	Fails to switch off/remove the key	This must be completed before the operator dismounts from the working platform. Penalty to be awarded if the operator switches off but fails to remove the key. Where key card or other electronic control systems are in use, the machine must be shut down in accordance with the manufacturer’s instructions prior to the operator leaving the siting area.
31	Fails to relax hydraulic pressure (where applicable)	The operator fails to “release” the hydraulic pressure where applicable allowing the hydraulic system to relax.
32	Fails to isolate controls	When preparing the machine for parking/shutdown, the controls should be isolated using the appropriate switches and park brake applied (where applicable). The machine manufacturer’s handbook should be consulted for specific instructions on the shutdown procedure.
33	Stabilisers not fully deployed	Stabiliser legs are not fully extended to the correct position before raising the platform.
34	Ground support pads not used/positioned	Fails to use the ground support pads to deploy the stabiliser legs; positions the ground support pads incorrectly resulting in the stabiliser legs not positioned in the centre of the pad.

No.	CRITERIA	EXPLANATORY NOTES
35	Incorrectly stowed stabilisers	Fails to stow away the stabilisers correctly after use as per the manufacturer's recommendations.
36	Incorrect operator position when stowing stabilisers/ jacks/outriggers	The operator puts themselves in a trapping position when deploying or stowing the stabilisers / outrigger or jacks.
37	Incorrect transport position	The operator fails to place the machine in the correct transport position on completion of the tasks.
38	Incorrectly stowed pads	Fails to stow away the ground support pads safely after use.
39	Stabilisers/Jacks/ Outriggers set incorrectly	The operator sets the stabilisers / jacks or outriggers incorrectly, leading to a potential loss of stability.

ASSOCIATED KNOWLEDGE EXAMINATION
Mobile Elevated Work Platforms

5. Theory Test

The theory test paper consists of 5 multiple choice selection and 20 multiple choice questions designed to establish the candidate's knowledge of the safe operating practices generally found within the industry and specific to the candidate's working environment.

A bank of multiple choice selection and multiple choice questions are included with this publication. The multiple choice questions are divided into 2 sections, Safety (MS) and Operational (MO).

5.1 Administration

Examiners should formulate several (we would suggest 3) theory question papers from the bank of questions supplied. The questions provided within the bank of questions **are the only questions that are allowed to be used for the associated knowledge examination.** Organisations wishing to use alternative questions must have **prior approval from the ABA.** The theory questions chosen will consist of 5 multiple choice selection questions, 10 Safety (MS) questions and 10 Operational (MO) questions.

Mandatory Questions

In the bank of multiple-choice questions there are 5 that are in bold type. These are mandatory questions that must appear in every question paper. If a candidate gets any of the mandatory questions incorrect, then the overall result of the associated knowledge examination will be a referral (regardless of the overall score).

Ideally, 20 questions should apply to all sectors of industry and, where practicable, 5 questions specific to the candidate's working environment.

By logical selection from the batches, a varied stock of test papers may be assembled, each of these must be allocated an appropriate identification (paper number), which must be recorded on the candidate's answer sheet and final assessment document by the examiner for future reference.

Where it has been determined that English is not their first language or the candidate experiences literacy and numeracy difficulties then the candidate may take the test orally. See notes on testing non-English-speaking candidates in the introduction section of this document.

The examiner must then pose the questions on an individual candidate basis and all answers must be documented and recorded on the final assessment document for future reference.

5.2 Marking

The minimum mark of **80%** is required to achieve a pass in the test.

Each open question is worth up to a maximum of 4 marks in proportion to the accuracy of the answer given i.e., if a question asks the candidate to name 4 items and the candidate only provides 3 answers that the examiner is satisfied with, then only 3 marks will be awarded, alternatively if only one answer is provided that satisfies the examiner then only 1 mark would be awarded.

Each multiple-choice question is worth 4 marks for a correct answer and 0 for an incorrect answer, **proportional marking for multiple choice questions is not permitted.**

Errors must be explained to the candidate.

Examiners should accept suitable and appropriate answers should a candidate provide an answer for an open question that is not in the list of model answers provided.

Candidates who do not pass the test should undergo the appropriate remedial tuition and later re-take the other set of questions (Set A or set B).

5.3 Conduct of Theory Test

This consists of 3 sets of questions:

- 5 multiple choice selection questions which will normally be presented in written form and requires the candidate to select the correct answers from the list of possible answers
- 10 multiple choice questions on Safety which will normally be presented in written form and requires the candidate to select the correct answer by ticking a box

- 10 multiple choice questions on Operational matters which will normally be presented in written form and requires the candidate to select the correct answer by ticking a box

TOTAL: 25 Questions

Each question in each set is worth a maximum of 4 marks making a total of 100 marks available.

Multiple Choice Selection Questions (O)

From the bank of questions supplied, the instructor/examiner selects 5.

Each of these can be presented orally or in written form.

Marking will be proportional to the answers given up to the maximum of 4 marks per question.

Safety Multiple Choice Questions (MS)

From the bank of safety questions, the instructor/examiner selects 10 questions which ideally are related to the candidate's operational requirements and again these can be presented in written or oral form.

Each answer is worth either **4** marks for being correct or nothing. Proportional marking for multiple choice questions is not permitted.

Operational Multiple-Choice Questions (MO)

From the bank of operational questions, the instructor/examiner selects 10 questions which ideally are related to the candidate's operational requirements. These again can be presented in written or oral form.

Each answer is worth either **4** marks or nothing. Proportional marking for multiple choice questions is not permitted.

Administration

The questions used from each set and the subsequent marks awarded are to be recorded on the candidates answer sheet and final assessment document by the examiner for future reference.

ASSOCIATED KNOWLEDGE TEST MARKING SHEET

Mobile Elevated Work Platforms

Organisation question paper reference number:			Test date:	
Candidate Name:				

Question	Theory Test Paper No:				Mark
1					/4
2					/4
3					/4
4					/4
5					/4

	A	B	C	D		A	B	C	D
6 (MQ)					16				
7 (MQ)					17				
8 (MQ)					18				
9 (MQ)					19				
10 (MQ)					20				
11					21				
12					22				
13					23				
14					24				
15					25				

Minimum pass mark: 80%	Percentage Score:		Pass:		Refer:	

Mandatory questions answered correctly?	Yes:		No:	

Candidate signature:	
Examiner name:	
Examiner signature:	